



ITDA: RAYAGADA

Bid Reference No:

Date:

Tender for “CATERING SERVICES FOR in the District Level Tribal Cultural Festival under “Special Development Council, Rayagada”

Name and Address of the Tender Inviting Authority:

Project Administrator, ITDA Rayagada

Maximum Tender Value: 5,00,000/-, Approximate participants : 3000

[E-mail: itdarayagada@gmail.com](mailto:itdarayagada@gmail.com)

SECTION I IMPORTANT DATES OF THE TENDER

**Date of publication of Bid
Document in Website**

:14.01.2024

**Last Date & Time of Receipt of Bid
Document**

:25.01.2024, 05.00 PM

**Date & Time of Opening of Tender
Technical BID (Cover-A)**

:25.01.2024, 05.30 PM

Date & Time of Opening of Price Bid (Cover-B) : 25.01.2024, 06.00 PM

**Place for Opening of Documents,
Pre-Bid Conference And
Address For Communication
For Receipt of Bid Document :**

ITDA's Conference Hall, Rayagada

SECTION II GENERAL DEFINITION AND SCOPE OF CONTRACT

1. General Definitions

- **Department** means ST & SC Dev. Dept, Govt. of Odisha.
- **Government** means Government of Odisha.
- **Bid/Tender Inviting Authority** is the Project Administrator, ITDA Rayagada who on behalf the Government or the funding agencies calls and finalize bids and ensure supply and procurement under this bid document.
- **Tender Evaluation Committee** are Committees so constituted by the Collector, Rayagada to decide on the finalization of tender.
- **Blacklisting/debarring** – the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority/ User Institution, the period being decided on the basis of number of violations in the bid conditions and the loss/hardship caused to the Tender Inviting Authority/User Institution on account of such violations.

2. Scope:

- The bids are invited for Catering Services for 01(one) day in **District Level Tribal Cultural Festival under “SDC” 2023-24 from 01.02.2024 to 03.02.2024.**
- The bidders cannot withdraw their bids after opening of technical bid within the minimum bid validity period and also after accepting the Letter of Award.
- Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking penal provisions and may also lead to black listing.

SECTION III GENERAL INSTRUCTION TO BIDDERS

- Sealed tenders are invited from registered suppliers/ agencies/ firms (with GST registration having GSTIN for supply of food for **CATERING SERVICES** in the **District Level Tribal Cultural Festival under “SDC” 2023-24 from 01.02.2024 to 03.02.2024** in the GCD High School ground, Rayagada.
- The bids complete in every respect should reach the O/o Project Administrator, ITDA Rayagada the latest **by 25.01.2024, 05.00 PM** through Speed Post / Regd. Post only. Any other mode of submission of tender will be out-richtly rejected.

- Any tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay.
- The bidder(s) shall have to submit their tender in two separate sealed envelopes, that is one for technical bid by super-scribing “**Cover A (Technical Bid)**” & second for “**Cover B (Financial Bids)**.” The technical Bid and Financial Bid should be put into a third Cover, which should be super-scribed as “**BID FOR CATERING SERVICES FOR District Level Tribal Cultural Festival under “SDC” 2023-24 from 01.02.2024 to 03.02.2024**” and should be addressed to:

**Project Administrator,
ITDA, Rayagada
At/Po/ Dist- Rayagada
Pin- 765001**

- The Sealed tenders “Cover A” (Technical Bid) submitted by the bidders will be opened in the Conference Hall of the Collector, Rayagada on **25.01.2024, 05.30 P.M.**
- The bidders or their duly authorized representatives may remain present during the opening of the tender. However absence of a bidder or his representative will not debar his participation in the bidding process.
- The interested bidders can download the entire Tender Document from the website <https://rayagada.nic.in> and submit the tender paper along with required documents and all the requisite fees.
- The bidders can take the tender documents from of the O/o the Project Administrator, ITDA Rayagada from account section by making a deposit of Rs.1,000 /- (Rs- One thousand only) towards cost of tender paper and tender processing fee, in shape of Demand Draft/ Bankers’ Cheque payable in favour of the Project Administrator, ITDA Rayagada, payable at Rayagada during the working hours of any day during the publication of the tender.
- Since timely execution of work is the essence of the contract, request for time extension for supply of food shall not be entertained.
- The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

SECTION IV

GENERAL TERMS AND CONDITIONS

1. The firm should be registered under GOODS & SERVICE TAX ACT.
2. The firm should have adequate man power to supply the food in time.
3. The agency will supply food as per requirement & the payment will be made after completion of the relevant programme and within 15 days of receipt of bill.
4. The firm shall supply the food at the designated venue i.e., at the GCD High School Ground, Rayagada with adequate utensils, serving dishes and with manpower for serving of food to the attending students, delegates and officials.
5. The Bidder shall furnish a self-attested copy of the valid GST registration certificate (Up-to date GST return for last 03 months) , PAN card, IT Return, Audited financial statement for last two years (2021-22 & 2022-23)and Food License Certificate from the appropriate authority. The catering agency shall prepare meals using ingredients of the highest quality and as per norms laid down under the Prevention of Food Adulteration Act 1954, as per the FDA, FSSAI.
6. The agency shall have sufficient experience in relevant services. Preference will be given to Agency having experience in providing Catering services to any Govt. Department/ Institutions/ Colleges in RAYAGADA District. Copy of work order clearly specifying the works must be submitted along with technical bid.
7. The Bidder shall submit only one quotation at a time. **Conditional bid will be rejected.**
8. The price quoted should be in Indian rupees inclusive of all taxes and any other cost.
9. All duties, taxes and other levies payable by the bidders under the contract shall be included in the total price.
10. The rate quoted by the bidders shall be fixed and shall not be subject to adjustment on any account.
11. The quotation price in the prescribed format duly signed in each page.
12. The firm shall supply the hygienic food and the utensils used shall be clean and sterile.
13. The bidder has to make his own arrangement for transportation of materials, cooking of food, serving of food and supply of necessary disposable buffet plates.
14. After completion of program the bidder has to maintain the cleanliness of the area.
15. The staffs of the firm must be well dressed and well behaved.
16. The award will be given to L1 bidder who quote lowest rate for the items including GST.
17. Incase more than one firm quoting same price for one or more items, the firm quoted lowest for maximum number of items will be selected.
18. If the approved lowest eligible supplier fails to supply items within the stipulated period the Tender Inviting authority reserves the right to procure the same from the L2/ L3 supplies at L1 rate, if they agree to supply at L1 approved rate or negotiated rate and

claim the performance security amount by invoking the rights conferred in Banker's Guarantee form.

19. The selected firm will execute an agreement with the Project Administrator ITDA, Rayagada for supply Tea, breakfast and lunch for one day of the District Level Tribal Cultural Festival under "SDC" 2023-24 to be organized From 01.02.2024 to 03.02.2024.
20. After completion of programme the supplier/agency should submit the bill in duplicate along with a copy of work order within seven (07) days.
21. The firm will be black listed for any deviation of above terms and conditions, if found during contract period.
22. Bidders who qualify technically as per submission of valid relevant documents as asked to be submitted in Technical Bid- Tender Form (Cover A). their Financial Bid (Cover B) shall only be opened.
23. Quotation submitted beyond the stipulated date and time under any circumstances whatsoever will not be considered.
24. Quotation shall remain valid for 180 days after the last date as specified in the quotation paper.
25. The Authority is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing terminate the tendering process.
26. The firm will have to submit an undertaking in the technical bid that the firm/organization has not been black listed by any Government organization. The Authority may terminate the contract/cancel the Order if it is found that the bidder is blacklisted on previous occasions by any of the Central/ State Government Department/ Institutions/ Local Bodies/ Municipality/ PSUs.
27. The agency has to submit detailed invoice (In duplicate) in support of the claim for payment.
28. Any legal dispute arising out of this is subject to jurisdiction of Rayagada District only.
29. The catering agency shall deliver the meals at the venue and shall be fully responsible for supply of Food in good condition and fit for human consumption at all times.
30. The catering agency shall have to make arrangement for their own accommodation, transport, staff and material, equipment etc required for the execution of the work.
31. The Catering agency shall avoid usage of plastic as much as possible.
32. The Catering agency shall be responsible for setting up of required Kitchens for preparation of meals at their own cost.
33. The Catering agency shall always maintain hygiene at the Catering Compound at their won cost. The space has to be handed over to the District Administration after the event cleared from all waste and garbage.
34. The catering agency is responsible for providing services along with the required equipment at the venue.
35. The Officials appointed by District Administration will conduct inspection at the kitchen and any other aspect connected with the delivery of the services to ascertain the quality of services.
36. The supply of food would be as per the accepted offer, numbers given to the caterer and as per the advice given by the District Administration.

37. The service staff is to be instructed to be well dressed in uniforms and to be always very polite and obedient.
38. The service staff preparing, handling and serving food should be wearing face masks, hand gloves and head gears at all times.
39. The catering agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases and arrange their regular health check up before the initial deployment. The staff should not smoke, eating or chewing of Tabacco /gutkha etc spitting is strictly prohibited.
40. Alcoholic beverages shall be strictly prohibited.
41. The Catering agency is required to provide with a complete staff report from check-in and Check-out. The catering agency shall take utmost responsibility in-terms of segregating the wet waste and solid waste.
42. The catering agency will be responsible for end-to-end housekeeping of both kitchen area as well as dining area.
43. In case of dispute regarding the services, quality or the quantity of the food items, snacks, tea etc the decision of the District Administration will be final and binding.
44. ***The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof at any time prior to award of Work Order.***
45. The bidder must have an average annual turnover of Rs.10.00 lakh during preceding two financial years i.e., 2021-22 & 2022-23.
46. **Tender processing Fee and EMD:**
 - a) The bidder shall deposit an amount of **Rs.1,000/- (Rupees One thousand only)** toward cost of tender paper and BID processing fee (non-refundable) **in shape of Account payee demand draft/ Banker's Cheque only.**
 - b) An amount of **Rs.10,000/- (Rupees Ten thousand)** towards **BID security** through Account payee Demand Draft/ TDR pledged to Project Administrator ITDA, Rayagada/ Bank Guarantee drawn in any commercial bank in favour of Project Administrator ITDA, Rayagada, must be submitted along with the bid documents. The BG form should have validity of at least 45 days beyond the BID Validity period.
 - c) The bid security will be returned to unsuccessful bidders without interest.
 - d) Besides EMD, the bidder shall have to submit Performance Security @03% of the contract value in shape of TDR or Bank Guarantee in favour of CDO-cum-EO, ZP, Rayagada payable at Rayagada and it should be valid beyond 60 days after the end of contractual obligations or warranty obligations.
 - e) The EMD may be forfeited if
 - The bidder does not respond for clarification of bid.
 - The bidder fails to provide required information during the evaluation process.
 - The bidder submits false information.
 - The bidder fails to sign agreement in time or does not furnish Performance Security @03% of Contract value.
 - The bidder materially alters his bid during the bid processing period.

47. Documents to be submitted with the Technical Bid (with Annexure-I in COVER-A):-

Sl. No.	Document type (To be self-attested and numbered)
1	Forwarding letter in the pad of the firm with check list of following Documents
2	Tender processing fee as mentioned above
3	Earnest Money Deposit (EMD or BID security fee) as mentioned above.
4	Details name, address, telephone, no Fax, e-mail of the firm in the format
5	Copy of PAN CARD & GST registration certificate.
6	Copy of latest GST return filed for last 03 months.
7	Copy of latest I.T Rerun filed for last two years
8	Copy Audit Report for last two years
9	Proof of experience of having completed similar works in last 3 years
10	Declaration for not being blacklisted by any Govt. institution
11	Declaration that price quoted by them is not more than the open market price.
12	Copy of 1 st page of bank pass book or a cancelled cheque as proof of Bank account

48. COVER-B (FINANCIAL BID)

- a. The tender format giving the quoted rate for the items required should be sent in a separate sealed cover hereinafter called Cover "B" (price Bids) format at **Annexure-IV**.
- b. **Cover - B (Financial Bid) will be opened only of the bidders who qualify in evaluation of Technical Bid (Cover-A) by the Tender Evaluation Committee.**
- c. The Price Bid should be quoted inclusive of all expenses and inclusive of GST (mentioned separately) if any.
- d. The bid shall be valid for a period of 180 days from the date of opening of the bid.
- e. The quoted rates shall be final and shall not be subject to any escalation during the bid validity period.

49. Evaluation:

- a. The technical bids will be opened and evaluated by the Tender Evaluation Committee at the prescheduled date and time mentioned in the Tender document and will be evaluated by the Technical parameters set out at **Section IV-49**.
- b. The successful bidders will be selected on the basis of LCBS method (lowest Cost Based Selection) in the Financial bid evaluation.
- c. If the approved lowest eligible supplier fails to supply items within the stipulated period, to meet the need, the tender inviting authority reserves right to procure the same from the L2/ L3 supplier at L1 rate, if they agree to supply at L1 approved rate or negotiated rate.

50. All documents submitted by the Bidder shall be self-attested, or else liable for rejection.

SECTION V

SCHEDULE OF REQUIREMENT

The Caterer has to supply the attending students, Officials and delegates Tea, breakfast and lunch from 01.02.2024 to 03.02.2024.

NAME OF THE EVENT : District Level Tribal Cultural Festival under SDC 2023-24

VENUE : GCD High school Ground, Rayagada

DATE : 01.02.2024 to 03.02.2024

Sl. No.	Food Menu	Name of the Items	Quoted Rate including all taxes and transportation
1	Breakfast @Rs.50/-	Idly/ Vada/ Uthappam/ Uppama along with sambar & chutney	
2	Lunch @ Rs.175/- approx.	Boiled Rice	
		Dal	
		01 Hot Dish (VEG) – Gravy (Mixed Veg)	
		01 Hot Dish (VEG) – Dry (Mixed Fry)	
		02 Hot Dish (NON-VEG) – Gravy (Chicken/ Fish)	
3	Evening Tea/ Coffee & Snacks @Rs.100/- approx.	Tea/ Coffee	
		Any 02 Hot Veg Snack (Soup/Cutlet/ Samosha/ Vada/ or any other similar dry item with long shelf life	
4	Dinner @ Rs.175/- approx.	Boiled Rice	
		Dal	
		01 Hot Dish (VEG) – Gravy (Mixed Veg)	
		01 Hot Dish (VEG) – Dry (Mixed Fry)	
		02 Hot Dish (NON-VEG) – Gravy (Chicken/ Fish)	

- The caterer has to make all arrangements at the site of cooking and has to arrange all stalls, equipments and furniture for serving of buffet launch, tea and breakfast.
- Packaged Drinking water (other than pouch) will be arranged by the Bidder to be kept at Food stall premises.

Tender Inviting Authority

COVER-A

Annexure-I

TECHNICAL BID (please see Section IV-47)

(To be filled in & returned with all the documents **DULY SELF-ATTESTED**)

Sl. No.	Document type to be submitted
1.	Forwarding Letter in the pad of the firm with all the relevant documents.
2.	Details of name of the firm and address (Registered office and Operating Branch) Office: - Residence: - Mobile: - e-Mail I.D.: -
3.	Details of Tender Processing Fee
4.	Details of amount of Earnest Money Deposit
5.	GST Registration Number (Enclose Photo copy of GST certificate)
6.	Income Tax Account No. (Enclose Photo copy of PAN)
7.	Copy of Latest GST payment receipt.
8.	Copy of latest IT return
9.	Declaration for not being black listed
10.	Proof of experience of having completed such works in last 3 years
11.	Declaration for price quoted not more than open Market Price
12.	Food License self-attested copy to be submitted
13.	BANK details: Bank name, Account No. IFSC code (Copy of pass book/ Cancelled Cheque)

DECLARATION

1. I..... Son/ Daughter/ Wife of Shri..... Proprietor/ Partner/ Director/ authorized signatory of the agency mentioned above state that I am competent to sign this declaration and execute this tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ documents furnished along with the above application are true & authentic to the best of my knowledge and belief. I/ We do hereby undertake that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place

Signature of Authorized person

Date

Full Name:

Seal

Annexure-II

DECLARATION FOR NOT BEING BLACKLISTED

I/We.....(Name & Designation)
having My/our firm at..... do hereby declare that I/We have carefully read all the terms & conditions of tender of the Chief Development Officer-cum-Executive Officer, Zilla Parishad, Rayagada, Odisha, for Supply of Catering Services for 01(one) day in **District Level Tribal Cultural Festival under “SDC” 2023-24 from 01.02.2024 to 03.02.2024** in Rayagada District. I will abide with all the terms & conditions set for in the tender paper Reference no.....

I/We do hereby declare that, I/We have not been de-recognized/ debarred/ blacklisted by any State Govt./ Union Territory/ Govt. of India/Govt. organization for supply on Non-Standard Quality (NSQ) items/ part-supply/non-supply.

That, I am not a defaulter in supply of any items to Chief Development Officer-cum-Executive Officer, Zilla Parishad, Rayagada, Odisha, or any other indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We do hereby declare that I/We will supply the approved items as per the terms, conditions & specifications of the tender documents. I/We further declare that my/our performance security deposit will be forfeited if I/we fail to supply any item after getting order from the purchaser. I/we further declare that we will supply the ordered items manufactured only by the manufacturers as mentioned in the bid documents.

I/We agree that the Tender inviting Authority can debar/ blacklist me/us for period of 3 years. If, any information furnished by us is proved to be false at the time of inspection/ verification and is not complying with the Tender terms & conditions.

Signature of the bidder:

Date :

Name & Address of the Firm:

Affidavit before Executive Magistrate/Notary Public:

Annexure-III

DECLARATION FOR LOWER THAN MARKET PRICE

We, M/s-----who is a registered caterer, is hereby declare that price quoted by us is not more than the open market price or rates fixed by Govt. of Odisha, where such rate exists.

Signature of Partner/ Proprietor/ Authorized person
with seal

Name of the Bidder :

COVER-B

Annexure-IV

FINANCIAL BID

Agency/Firm name:

Address:

Sl. No	Particulars	Unit	Price quoted per person in Rs. Inclusive of all taxes	Any other Charges, if any	Total price (6 = 4+5)
1	2	3	4	5	6
1	Breakfast				
2	Lunch (Veg)				
	Lunch (Non-Veg)				
3	Evening Tea/ Coffee & Snacks				

Total quotation price (including all taxes and other charges is Rs.....)

(Rupees)

in words.

We agree to

N.B:- (a) in case of discrepancy between unit price and total price, the lowest price among them shall be prevailing.

(b) We agree to other terms and conditions of the tender and confirmed we will provide the materials as per the standard specified in the document.

Place:

Date:

Full signature of the Bidder
with date and seal